

THE CITY OF KNOXVILLE

# CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: [www.knoxvilletn.gov](http://www.knoxvilletn.gov)

4018

## Sports Outreach Coordinator

3/14/2016

“Working Title”

## Recreation Outreach Coordinator

(Entry-Level and Promotional)

Drug testing may be required

**ENTRY-LEVEL SALARY:** \$33,119.00/ annually

**PAY GRADE RANGE:** \$33,119.00 - \$50,138.00/annually (Pay Grade 6)

*The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.*

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to [www.knoxvilletn.gov](http://www.knoxvilletn.gov). **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, March 28, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (if applicable)(upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email [mbfoster@knoxvilletn.gov](mailto:mbfoster@knoxvilletn.gov) before the posting deadline.

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**JOB DESCRIPTION:** Responsible for organizing and implementing an outdoor recreational and outdoor educational program with a focus on creating opportunities and new passions, promoting healthy lifestyles, offering character-building activities, and creating opportunities to develop underprivileged children in the City of Knoxville.

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### MINIMUM REQUIREMENTS

**Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.**

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Bachelor's degree from a CHEA-accredited college or university in Recreation, Leisure Studies, Outdoor Recreation, or related field **OR** Three (3) years of experience in recreation administration or a directly related field.
- Experience working with diverse populations

Preference may be given to candidates with a Recreation Professional Certification.

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### EXAMINATION

The selection procedure for this position will consist of a Training and Experience Questionnaire (100% of score).

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*Note: Background checks will be conducted.*

**AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE**

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

**POSITION DESCRIPTION**  
**City of Knoxville**

<b>Class Title:</b> Sports Outreach Coordinator	<b>Working Title:</b> Recreation Outreach Coordinator	<b>PCN:</b>
	<b>Incumbent:</b> vacant	<b>Created:</b> 08/02/2003 <b>Updated:</b> 03/07/2016

**GENERAL DESCRIPTION**

Under general supervision, this position is responsible for organizing and implementing an outdoor recreational and outdoor educational program with a focus on creating opportunities and new passions, promoting healthy lifestyles, offering character-building activities, and creating opportunities to develop underprivileged children in the City of Knoxville.

**ESSENTIAL FUNCTIONS**

Plans, organizes, and supervises City-wide outdoor recreational and educational programs within a focus on underprivileged children.

Coordinates program offerings with area sports and recreation groups, clubs, organizations, and associations.

Projects and budgets annually the personnel, equipment, and other miscellaneous needs for the programs; purchase equipment necessary for the execution of the programs.

Organizes and schedules events and transportation related to the outdoor programs.

Secures all personnel, equipment, and related items needed for efficient program execution; recruits coaches and instructors, verifies that they are certified and successfully pass background screening.

Perform various administrative duties, including but not limited to, accurately completing and maintaining a variety of forms/reports.

Makes recommendations for improvements and modifications to the programs, equipment, and facilities, as needed.

Maintains order and discipline in the conduct of outdoor recreation programs and events.

Maintain positive working relationships within the public housing community.

Performs related work as required.

**MARGINAL FUNCTIONS**

None indicated.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the rules, regulations, and related equipment for many non-traditional sports and recreation activities (golf, tennis, swimming, soccer, track & field, cross country, water sports, biking, hiking, and canoeing etc.).

Knowledge of principles and practices of outdoor recreation program development.

Knowledge of basic first aid.

Ability to work flexible hours to include some evening work.

Ability to communicate effectively with a diverse group of people in order to provide information and resolve issues.

Ability to resolve conflicts between individuals and groups.

Ability to address and solve problems in a timely manner.

Knowledge of City facilities available for sports and outdoor recreation programs and event usage.

Knowledge of equipment, supplies, personnel, and other support needs for organized sports and outdoor recreation programs.

Ability to plan, coordinate, and supervise an athletic or outdoor program activity.

### **KNOWLEDGE, SKILLS AND ABILITIES (cont.)**

Ability to enforce rules/regulation and maintain order in the conduct of an organized athletic program or outdoor program activity.

Ability to establish and maintain effective working relationships with the public and other employees.

### **PHYSICAL REQUIREMENTS**

This position consists of primarily medium work, requiring the incumbent to exert up to 50 pounds of force occasionally, or 20 pounds (or less) of force frequently, in order to lift/carry, push/pull or otherwise move objects. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

### **MENTAL REQUIREMENTS**

This position uses some training and/or experience to select from a limited number of solutions the most appropriate actions or procedures in performing the job. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

### **MINIMUM REQUIREMENTS**

Bachelors degree from a CHEA-accredited college or university in Recreation, Leisure Studies, Outdoor Recreation, or related field **OR** Three (3) years of experience in recreation administration or a directly related field.

Experience working with diverse populations

### **PREFERRED QUALIFICATIONS**

Certified Recreation Professional